

The Town of North Hempstead Department of Parks and Recreation is seeking a Chief Facilities Director/Deputy Commissioner to manage the day to day operations of facilities management as well as oversee current and future capital projects and service contracts. The role requires knowledge and comfortability managing and overseeing facility functions such as boiler maintenance contracts, plumbing requirements, electrical services, fire safety plans, building code compliance, pool and beach operations, and procurement/purchasing.

The department consists of more than 1,000 acres and 52 properties of both active and passive facilities including two beaches, five outdoor pools, an indoor aquatics center, a privately managed golf complex with an 18 hole championship and 9 hole executive course, three community centers, including a state of the art LEED certified building, and more than two dozen natural and artificial playing fields.

Salary: \$96,000

Chief Facilities Director Minimal Job Responsibilities:

- Maintain a working data base of inventory of all department facilities
- Recommends maintenance, mechanical, electrical, and facility design modifications.
- Ensure all facilities are up to code and meet regulations as required by the Town and/or Nassau County
- Oversee current and future capital projects
- Work with Department of Public Works, vendors, and contractors on existing and future capital projects
- Oversee current facilities service contracts and prepare future service contracts as needed
- Assist with establishing budgets for service contracts and capital projects
- Forecasts, allocates, and supervises the financial and physical resources of the facility management
- Oversee structural and mechanical seasonal operations for pools and beaches
- Conduct monthly inspections of pools, beaches, and facilities
- Serve as a liaison for the Commissioner(s) regarding all department facilities related issues
- Oversee general facilities maintenance and staffing schedules
- Oversees and supervises the quality of work for other employees to ensure that all tasks are performed correctly, efficiently, and effectively
- Verify completed work by vendors and contractors

Chief Facilities Director Skills:

- Strong project management skills
- Customer service orientation
- Communication skills
- Experience with AutoCAD, SAP, and MS Office
- Technical engineering skills
- Decision making
- Problem solving
- IT skills
- Leadership
- Professionalism

Chief Facilities Director Education and Experience Requirements:

- Master's degree in Mechanical, Electrical, or Industrial Engineering, or
- Bachelor's degree in Mechanical, Electrical, or Industrial Engineering, or
- Bachelor's degree in Business Administration, Public Administration, Urban Planning, or Finance, and
- Must have a minimum of five (5) years of experience as a Facilities Engineer, Facilities Manager, Project Manager, and/or in a similar role.